

## SCHOOL BOARD BYLAWS

Board Minutes Retention Schedule

With prior approval of the Stafford County School Board the clerk may have board minutes microfilmed after a ten-year (1-yr) period and the originals transferred to the State Library as provided in the legal reference to this bylaw. Disposal of these records shall be recorded in the official minutes of the school board.

Legal Reference: (1980)

State Board of Education Regulations, "Financial Retention Schedule" (September 1980, p. 25). ". . . Group II . . . Minute books (including tapes\*) . . . \*If deeds and minute books are microfilmed and the school board does not wish to retain the original documents, school boards are urged to place such original documents in the archives division of the Virginia State Library. . . ." (1980)

Virginia Public Records Act (1976, c. 746). Code of Va., §§§ 42.1-76 through 42.191. (1976)

State Library Board of Virginia, "Standards for the Microfilming of Public Records for Archival Retention." (1977)

Adopted by School Board: March 24, 1987